

Leave Sharing Return

QUICK REFERENCE GUIDE

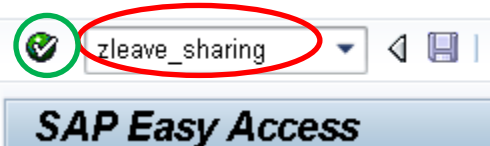
Use this procedure to return unused leave sharing hours back to donor(s) at the end of a leave sharing event.

ZLEAVE_SHARING

Perform this process when an employee has returned to work from a leave sharing event and the unused donated leave sharing hours need to be returned to the donor(s).

Prerequisites:

- Employee must be active in KHRIS
- You must have access to the employee
- A leave sharing request must have already been entered into the system in order to return unused donated time.
- Employee should complete the proper documentation to return to work.
- There must be a donated leave quota to return to donor(s)



Enter the Transaction code (**zleave_sharing**) in the command field

Many options exist for leave sharing. In this example, we are showing how to return leave. For specifics on the other leave sharing options please reference the corresponding QRGs referencing each option.

Click the **green check**

Leave Sharing

 Next

Leave Sharing

- ☐ Request Leave
- ☐ Donate Leave
- ☒ Return Leave
- ☐ Amend Existing Request

Click the **Return Leave Radio** button.

Click the **Next** button

Return Leave

 Submit 

Return Leave Sharing

Request Number

11

Recipient Personnel No

00000000

Date of Event

From

to

Leave Type

00

No. of Hours Requested

000.00



No. of Hours to Return

000.00

If you know the **Requestor Number** enter it in request number field. Then click the **Submit** button.

If you do not know the requestor number you can use the search for the requestor number using the steps below.

Return Leave

 Submit 

Return Leave Sharing

Request Number

Recipient Personnel No

00000000

You can also search for a requestor number by clicking on the matchbox to the right of the "Requestor Number"

Request Number (1) 1470 Entries found

Restrictions

☒ ☐ ☐ ☐ ☐

Pers.No. Start Date End Date lty...

Next, search the list by either PERNR or Employee Name using the **find** button. Next you can search the list by entering any of the header information (i.e. PERNR, Name). After the Request Number is found click the **Copy** button.

Return Leave

Return Leave Sharing

Request Number	<input type="text" value="11"/>		
Recipient Personnel No	<input type="text" value="00000000"/>		
Date of Event	From	<input type="text"/>	to <input type="text"/>
Leave Type	<input type="text" value="00"/>		
No. of Hours Requested	<input type="text" value="000.00"/>		
No. of Hours to Return	<input type="text" value="000.00"/>		

Click the **Submit** button once the required fields have been completed.